



Unitarian Universalist Church of Spokane Board of Trustees Position Description

As a Program Church and under the Policy Governance[®] Model adopted in 2003, the Board of Trustees is a visioning and policy-making body. The work of the Board is to stay in close touch with the congregation, articulate the church's vision through its governing policies, and referring to those policies, monitor the progress of the church in achieving its ends.

Purpose of Position: To serve as one of seven members of the Board. Two or three new members are elected by the congregation annually to replace the outgoing members. Board officers are selected by the Board of Trustees.

Responsibilities:

- Actively Participate in Board Meetings.
 - Read documents pertaining to the Board meeting prior to the meeting.
 - Attend Board meetings regularly. (Church bylaws provide for the dismissal of a member who has three consecutive unexcused absences).
 - Participate in open, respectful discussion and decision making and fully support Board decisions once made. (The Board speaks with “one voice.”)
- Become familiar with and support the policy governance model.
- Write the “Board Slivers” for one or two issues of the SUUN newsletter each year.
- Attend the Board’s Annual Retreat.
- Be a “Leader in Giving.”
 - Model giving at a level within your means.
- Attend Sunday services regularly and perform Board duties (approximately 1 to 2 services per month).
 - Make announcements.
 - Count the collection with a member of the Usher Team.
 - Be available for members to speak to you, and as you are comfortable, speak with someone new or someone you don’t know.
- Attend and participate in Congregational Events as time and heart allow.
- Periodically make phone calls, as needed, about important events or news.
- Be willing to serve as Vice President (in your second year) and President (in your third year).

Qualifications:

- Active, voting member of the congregation
- Solid previous participation in at least one church committee
- A keen interest in carrying the vision of the congregation
- Willingness to learn and work within the structure of Policy Governance[®]
- The ability to maintain appropriate levels of confidentiality

Time Requirements:

- A 3 year term beginning July 1.
- Average of 10-12 hours per month (more for VP, President).